

Membership Balance Plan  
National Intelligence University Board of Visitors

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the National Intelligence University Board of Visitors (“the Board”) as a discretionary advisory committee.
2. Mission/Function: The Board shall provide the Secretary of Defense and the Deputy Secretary of Defense, through the Under Secretary of Defense for Intelligence (USD(I)) and the Director, Defense Intelligence Agency, independent advice and recommendations on matters related to mission, policy, accreditation, faculty, students, facilities, curricula, educational methods, research, and administration of the National Intelligence University.
3. Points of View: The Board shall be composed of no more than 12 individuals, who have extensive professional experience in the fields of national intelligence, national defense, and academia. The following ex-officio positions shall also serve on the Board:
  - a. The Under Secretary for Intelligence and Analysis, U.S. Department of Homeland Security.
  - b. The Assistant Director of National Intelligence for Human Capital and Chief Human Capital Officer for the Intelligence Community, DoD Office of the Director of National Intelligence.
  - c. The Deputy Executive Director of Management and Learning, Central Intelligence Agency and Chief Learning Officer, Central Intelligence Agency University.

Board members shall be authorized by the Secretary of Defense or the Deputy Secretary of Defense. Individuals who are not full-time or permanent part-time Federal officers or employees shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Individuals who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise provided for by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Board. The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(I), as the Board’s Sponsor. The DoD has found that viewing the complex issues facing the DoD through a multi-disciplinary advisory committee, provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

Members of the Board and its subcommittees are appointed to provide advice on the basis of

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his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

4. Other Balance Factors: N/A.
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. Potential candidates are identified by the Board's Designated Federal Officer, the National Intelligence University community, including existing Board members, and discussions with other professionals.

The Director, Defense Intelligence Agency reviews the credentials of each potential candidate, and narrows the list of potential candidates for consideration by the USD(I) and, subsequently, the Secretary of Defense or the Deputy Secretary of Defense. Prior to consideration by the Secretary of Defense or the Deputy Secretary of Defense, the list of candidates undergoes a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer (ACMO) to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the USD(I) discusses the potential candidates with the Secretary of Defense or the Deputy Secretary of Defense, and requests authorization to proceed with the appointments. Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees.

Following authorization by the Secretary of Defense or the Deputy Secretary of Defense, the USD(I) has the delegated authority to administratively certify the individual's appointment to the Board. Prior to taking their oaths of office, each new member is required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. The Secretary of Defense or the Deputy Secretary of Defense may authorize the appointment of members to the Board, to include its subcommittees, for one-to-four year terms of service, with annual renewals. No member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Board, including its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Consistent with authority delegated to DoD Sponsors, the USD(I) may appoint the Board's leadership from among the Board's membership previously approved according to DoD policies and procedures. The Board shall nominate its leadership to the USD(I) through the Designated Federal Officer.

6. Subcommittee Balance: The Department, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task groups, or working groups to support the Board.

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Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the USD(I) and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the USD(I) is delegated the authority to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Board or another DoD advisory committee. If the Secretary of Defense or the Deputy Secretary of Defense has not previously authorized the appointment of the individual to the Board or another DoD advisory committee, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the USD(I).

Consistent with authority delegated to DoD Sponsors, the USD(I) may appoint a subcommittee's leadership from among the Board's membership previously approved according to DoD policies and procedures. The Board shall nominate its subcommittee leadership to the USD(I) through the Designated Federal Officer.

Subcommittee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those individuals who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members. No subcommittee member may serve more than two consecutive terms of service without the Secretary of Defense or the Deputy Secretary of Defense approval.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: June 4, 2016